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# Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

**Excel 2016 Introduction**

Quick Reference Guide for Excel 2016. This guide provides a comprehensive overview of the software's features and functions, including instructions, tips, and shortcuts. It is designed to be a handy reference for users of all skill levels.

**Opening Excel 2016**

- Click the Start button on the taskbar.
- Click the All Programs button.
- Click the Microsoft Office button.
- Click the Microsoft Excel 2016 button.

**Working with the Ribbon**

The Ribbon is the main area of the Excel interface. It contains all the commands you need to perform tasks in Excel. The Ribbon is divided into tabs, and each tab contains a group of related commands.

**Entering Data**

Enter data into a cell by clicking the cell and typing the data. You can also enter data by using the Paste command (Ctrl+V).

**Formatting Cells**

Format cells by clicking the cell and using the Format Painter command (Ctrl+D) or the Format Cells dialog box (Ctrl+1).

**Deleting Rows, Columns, or Cells**

Delete rows, columns, or cells by clicking the row, column, or cell and using the Delete command (Ctrl+D).

**Inserting Rows, Columns, or Cells**

Insert rows, columns, or cells by clicking the row, column, or cell and using the Insert command (Ctrl+I).

**Working with Text**

Work with text by using the Text to Columns command (Ctrl+B) or the Text to Rows command (Ctrl+Y).

**Working with Numbers**

Work with numbers by using the Number Format command (Ctrl+Shift+#) or the Number Format dialog box (Ctrl+Shift+#).

**Working with Dates and Times**

Work with dates and times by using the Date and Time Format command (Ctrl+Shift+@) or the Date and Time Format dialog box (Ctrl+Shift+@).

**Working with Formulas**

Work with formulas by using the Formula Bar (fx) or the Paste Special command (Ctrl+Alt+V).

**Working with Charts**

Work with charts by using the Insert > Charts command or the Chart Wizard command (Ctrl+W).

**Working with PivotTables**

Work with PivotTables by using the Insert > PivotTable command or the PivotTable Wizard command (Ctrl+L).

**Working with Macros**

Work with macros by using the Developer > Macros command or the Macro Recorder command (Alt+F8).

**Working with the Help System**

Work with the Help system by using the Help button (F1) or the Help menu (Alt+H).

**Working with the Ribbon**

Work with the Ribbon by using the Ribbon Tab command (Ctrl+Q) or the Ribbon Tab dialog box (Ctrl+Q).

**Working with the Ribbon**

Work with the Ribbon by using the Ribbon Tab command (Ctrl+Q) or the Ribbon Tab dialog box (Ctrl+Q).



## Synopsis

Laminated quick reference showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Entering and Editing Data Picking from a Drop-Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows, Columns and Cells Clearing Cells, Clearing Formatting Borders, Shading, Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas & Functions Entering SUM and Other Functions Quickly Absolute vs. Relative Cell References Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets Simultaneously Previewing, Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows/Columns on Every Page Also includes a list of Touch Actions, Selection and Movement Shortcuts. Recommended companion title covering Office basics: Office 2016 Essentials (ISBN 978-1939791900). This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Charts & Sparklines (ISBN 978-1939791955); Excel 2016 Tables, PivotTables, Sorting, Filtering & Inquire (ISBN 978-1939791962); Excel 2016 Business Analytics & Power BI (ISBN 978-1939791986).

## Book Information

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Spreadsheets

## Customer Reviews

I changed to 2016 Office and things have changed too. This helps me when I'm tired and do not want to think about what I'm trying to find :)

Perfect as a quick reminder guide to the different tasks excel can do

Really appreciated the easy access to Excel 2016 program features

Just what I needed for a quick introduction.

One stop answer sheet. Great for everyone.

helps get me through most of my daily's

Needed Tips for Microsoft 2016 Office

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